

DEPARTMENT OF THE ARMY

Vacancy Announcement Number: NEGE04651024

Opening Date: March 16, 2004

Cut off Date: March 30, 2004

Position: Secretary (OA), GS-0318-5/FPL: 05

Salary: \$27,597 - \$35,881 Annual

Place of Work: US Army Engineering District, Baltimore, Operations Division, Any Branch/Section

Duty Stations: Baltimore, MD

Position Status: This is a Permanent position -- Full Time

Number of Vacancies: 1

Duties: Serves as Secretary to Chief and staff and performs a variety of clerical support and typing office automation work. Receives visitors and phone calls. Maintains appointment calendar for supervisors. Schedules appointments & makes arrangements for conferences. Receives and reviews all incoming mail. Establishes and maintains files. Prepares and maintains time, attendance, and leave records. Performs a variety of tasks incident to the support of the Office. Task include but are not limited to preparation of travel & transportation requests; storing inventory, and ordering office supplies; and arranging for repair of office machines. Prepares and types reports, letters, memoranda, travel orders, supply requisitions, personnel action requests, and similar material from hand written draft, or general instructions indicating material content. Types in final form or draft as required. Reviews outgoing correspondence. Checks for proper format, grammar, etc. Performs other duties as assigned.

Who May Apply:

- Transfer Eligibles
- Department of Defense employees serving on a Career or Career Conditional Appointment.
- Army employees serving on career or career conditional appointments or equivalent.
- Reinstatement eligibles.
- Veterans eligible under Veterans Employment Opportunities Act of 1998. (VEOA)
- Interagency Career Transition Assistance Plan (ICTAP) eligibles.

Qualifications:

For GS-5: 1 year specialized experience equivalent to at least the GS-4 level OR 4 years above the high school level. Equivalent combinations of education and experience are acceptable. IN ADDITION TO MEETING THE SPECIALIZED EXPERIENCE: Applicants must be a qualified typist (type 40 wpm). Specialized Experience is experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to performing a variety of secretarial, administrative and office

automation duties to include preparing correspondence with procedural and grammatical accuracy; receiving visitors and answering phones; maintaining supervisors calendar, maintaining files and using office automation equipment.

Typing - Any Grade: Qualified typist is required (40wpm).

GS-05: One year of experience directly related to the occupation and equivalent to the next lower grade level, or 4 years of higher education above high school, or a combination of experience and education.

Other Information:

- Permanent Change of Station (PCS) expenses are not authorized.

Other Requirements:

- Personnel security investigation required.
- You will be required to provide proof of U.S. Citizenship.
- If selected, official college or university transcript must be submitted.
- Male applicants born after December 31, 1959 must complete a Pre-Employment Certification Statement for Selective Service Registration.
- Direct Deposit of Pay is Required.

How to Apply:

- Self-nomination must be submitted by the closing date.
- Resume must be on file in our centralized database.
- If your resume is currently in our central database, you may Self-Nominate by going to the CPOL/CPOC Vacancy Announcement Board <http://cpolrhp.army.mil/ner/index.html> , key (or cut and paste) the announcement number into the Search - Announcement field (found at the bottom of the page), click on GET ANNOUNCEMENT, then follow link within THAT announcement to self-nominate.
- Click here to use the [Army Resume Builder](https://cpolst.belvoir.army.mil/rb/rb_entry.cgi) (https://cpolst.belvoir.army.mil/rb/rb_entry.cgi) to create your resume. Follow the instructions in this vacancy announcement to apply for the job.

Point of Contact: Taunya L. Stewart, NE Civilian Personnel Operations Center, 410-306-1208.

THE DEPARTMENT OF THE ARMY IS AN EQUAL OPPORTUNITY EMPLOYER.

Applicants will receive appropriate consideration without regard to non-merit factors such as race, color, religion, sex, national origin, marital status, sexual orientation except where specifically authorized by law, age, politics or disability which do not relate to successful performance of the duties of this position. Otherwise qualified applicants with disabilities who need reasonable accommodation may notify the agency Point of Contact on this announcement of their need.

SELECTION FOR THIS POSITION IS SUBJECT TO RESTRICTIONS RESULTING FROM
DEPARTMENT OF DEFENSE REFERRAL SYSTEM FOR DISPLACED EMPLOYEES.